

1. Policy Statement

Stimulated by our desire to improve the organisation's effectiveness together with individual performance, Keltech will provide ongoing training and development for its employees as necessary.

2. Purpose

To outline the company's approach to training and the procedures that are implemented in relation to training.

3. Scope

All employees of Keltech

4. Principles

- 4.1. Keltech will ensure that employees receive any necessary training which is required for them to do their job.
- 4.2. All new employees will be given appropriate induction training.
- 4.3. External training will be provided where there are sufficient funds to do so and where the training is in line with the needs of the role and the business.
- 4.4. The provision of training is an investment on behalf of the company and a return on investment is expected.

5. Responsibilities

5.1. Employees

- 5.1.1. Adhering to the provisions outlined in this policy.
- 5.1.2. Participating fully in training opportunities which the company deems necessary from time to time.
- 5.1.3. Making their supervisors aware of any personal training needs they may have in relations to any aspects of their position.
- 5.1.4. Providing feedback on the quality of training received.
- 5.1.5. Applying skills and knowledge gained as a result of course completion.

5.2. Supervisors

- 5.2.1. Ensuring that employees comply with the terms of this policy.
- 5.2.2. Identifying specific training requirements for their direct reports.
- 5.2.3. Prioritising training needs taking into account work commitments, financial and time constraints.
- 5.2.4. Assisting the HR Coordinator to ensure that the most appropriate cost-effective solution is selected to ensure those needs are met.
- 5.2.5. Providing support to employees where requested following course completion to ensure learning is applied.

5.3. HR Coordinator

Training Policy

- 5.3.1. Ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.
- 5.3.2. Managing and implementing the training plan.
- 5.3.3. Liaising with supervisors to ensure that the most appropriate cost-effective solutions are selected to ensure that employee training needs are met.
- 5.3.4. Ensuring follow up on the quality of training received.

6. Identification of Training Needs

- 6.1. Each year, during the Performance Appraisal Process, employees complete a training needs analysis as part of their self appraisal. These needs are discussed with the employee's supervisor and some needs identified may be removed following discussion or additional needs may be included in order to improve the performance of the individual, the department or the business. Training needs are then prioritised and added to the company training plan.
- 6.2. Additional training needs identified throughout the year are added to the training plan as they arise.
- 6.3. In the case of new employees their training needs are identified during formal induction reviews and on the job training and are added to the training plan.
- 6.4. The HR Coordinator will liaise with relevant supervisors to arrange required training.

7. Training Plan

- 7.1. Each year, following the Performance Appraisal Process, a company training plan is developed. This training plan outlines the training needs of each employee.
- 7.2. The training plan is managed by the HR Coordinator who sources and books training courses following liaison with relevant supervisors.

8. Attendance at Training

- 8.1. Employees are required to attend all training paid for by the company.
- 8.2. Keltech has the right to seek proof of attendance for all training attended during work hours.
- 8.3. Employees who have been scheduled for training but fail to attend without valid reason may be subject to the disciplinary procedure.

9. Evaluation

- 9.1. Upon completion of a training course each employee is required to complete a Course Evaluation.
- 9.2. This assesses how participants reacted to the training programme and whether there has been an increase in skills, knowledge and attitude.
- 9.3. This form will be reviewed by the HR Coordinator and feedback given to the course provider as deemed necessary.

10. Training Records

Training Policy

- 10.1. Keltech will record all training received by employees, mandatory as well as continued professional development, in the Training Tracker.
- 10.2. Copies of any certificates received will be held in the employee's personnel file.

11. Induction Training**11.1. Induction**

- 11.1.1. All new employees of Kel-Tech Engineering will undergo induction training upon their start date.
- 11.1.2. A formal induction will be given by the HR Coordinator on the first day. During this induction the HR Coordinator will provide details in relation to the following:
 - 11.1.2.1. Overview of Health and Safety
 - 11.1.2.2. General Information about the company
 - 11.1.2.3. Details about the policies and procedures of the company
- 11.1.3. Information and expectations for the role will be outlined by the employee's supervisor.
- 11.1.4. On the job training will also be provided as part of the employee's induction. The training will be fully supported by the employee's supervisor and fellow colleagues.

11.2. First Probation Review

- 11.2.1. All new employees are required to satisfactorily complete a probationary period. During this period, performance on the job and potential abilities are evaluated by way of formal performance review meetings to determine suitability for the position and the company. The first of these formal reviews is at five months.
- 11.2.2. A probationary review form will be completed and reviewed by employee and supervisor and will outline both achievements to date and areas for improvement. This form is then signed by both manager and employee and held on file.

11.3. Second Probation Review

A final probation review will take place at eleven months. The probationary review form is again completed and discussed. This form is then signed by both supervisor and employee and held on file.

11.4. Confirmation/ Termination of Employment

Following completion of the eleven month probationary review session a decision will be made by the company as to whether the employee's performance is at the required standard. Where performance is not to the standard required Keltech will terminate the employment relationship. Successful/ Unsuccessful completion of the employee's probationary period will be confirmed to him/her in writing.